

FIRE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duties of which are processing and maintaining fire personnel and departmental records, and reports of activity. The Fire Records Clerk performs data entry and retrieval tasks, such as entering department record information into computer, maintaining hard copy files, and extracting information as needed. The employee of this class replies to routine correspondence, answers and directs telephone calls and addresses visitors to the department. The Fire Records Clerk performs routine duties independently, reporting to and having work reviewed by the Fire Lieutenant.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Receives, reviews, and processes department records, reports, interdepartmental correspondence, and other materials in accordance with departmental procedures. Verifies records and reports for completeness, accuracy, and conformity to established procedures, correcting errors in records and reports, or returning them for correction. Enters routine information in department records, such as accounting or personnel records and incident reports. Completes all forms or records as required. Reads graphs, charts, manuals, records, reports, or related department documents. Compiles, organizes and analyzes data from records, and writes reports as directed. Maintains a roster of department personnel.

Arranges filing system in hard copy files or computer database, and files correspondence, forms, records, or reports alphabetically, numerically, chronologically, geographically, by subject matter, or by code. Maintains records on the location of materials removed from files and traces missing files. Locates and retrieves information or documents from hard copy or computer files. Periodically inspects filing system, revising when necessary, and disposes of obsolete files and records in accordance with established retirement schedules or legal requirements. Assists in maintaining a library or archives of materials for future use or reference by department personnel.

Acts as receptionist to department visitors, and answers and places telephone calls, handling questions or requests from

visitors or callers to the station. Directs visitors or transfers callers to the appropriate individuals following departmental procedures. Maintains schedule of appointments and notifies appropriate individual of appointments, meetings, or other events. Opens, sorts, and distributes incoming mail for the department as directed. Processes outgoing mail.

Replies to routine correspondence or requests following departmental procedures or from oral or written directions by composing and typing business letters, statements, memos or any other assigned documents. Proofreads typed material and corrects errors. Writes letters in response to written or oral requests addressed to the department. Takes and transcribes dictation from notes. Takes minutes and notes at assigned meetings. Assists in writing requests for grants or other special funds to aid in the operation of the department.

Operates a computer terminal using various applications in order to enter or remove information from files. Performs appropriate back-up function in computer files. Operates a facsimile machine, copying machine, calculator or mathematical computer software, computer scanning equipment, and periodically, operates communications equipment, such as radio and paging system.

Participates in accounting for the money and assets of the department. Makes calculations necessary to compute payroll, prepares payroll records, and makes out payroll checks. Handles payroll disputes from fire department personnel. Prepares checks for payment of department bills and issues payments from petty cash. Posts items into journals, ledgers, or other accounting records and balances these according to departmental procedures.

Maintains the inventory of supplies and equipment for an assigned division. Prepares requisitions and requests purchasing orders according to department procedures. Orders supplies and equipment as required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical

fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.